

MEMORANDUM FOR: DIRECTOR, CENTRAL INTELLIGENCE

SUBJECT: Distribution of Air Conditioning

1. As a result of the restriction relative to the further procurement of air conditioning equipment, it has become impossible to provide air conditioning for all recently acquired Agency space within temporary buildings. Our present stock of equipment which has been allocated for Barton, Curie and Alcott Halls and Building [ ] is sufficient to accommodate only about thirty per cent of the total space which these structures comprise. Inasmuch as this is considerably less than the standards of air conditioning heretofore established for other Agency occupied temporary buildings, it has been deemed advisable to effect a more equitable distribution of air conditioning equipment through the relocation of a number of window type units. In order to accomplish such a plan, a study has been made to determine the number of such units which should be relinquished and acquired by each office of the Agency. To enable arriving at a fair, as well as a feasible system of distribution, it was necessary to consider all of the following factors:

a. Strict reliance on a square footage basis as a means of determining fair distribution is precluded by the fact that the Agency occupies two basic types of temporary structures which differ greatly in air conditioning capacity requirements per unit area. Thus, a correction factor was applied to allow for this variance.

b. Large areas such as [ ] where removal of any single air conditioning unit would seriously affect operation of the remaining units cannot be considered in this plan.

c. Machine areas, photographic darkrooms, laboratories, and all other such space housing unusual heat producing equipment or having poor ventilating characteristics obviously must be excluded.

d. All areas having package type units with extensive ductwork, cooling towers and related plumbing are excluded on the basis of undue removal cost.

e. Large areas, auditoriums, etc., which have no air conditioning are not accounted for inasmuch as the use of window units is not warranted for this purpose.

2. Accordingly

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2. Accordingly, the attached tabulation indicated the total units which will be relinquished and acquired by each building, with a breakdown by office based on the percentage of space occupied. It is our opinion that the 144 units designated therein for relocation will relieve materially the air conditioning problem facing us in the West Potomac Park area without seriously affecting those offices which will be called upon to sacrifice these units.

3. Approval of reallocation of air conditioning units as contained in the attached tabulation is requested.

L. K. WHITE  
Acting Deputy Director  
(Administration)

Attachment: - Tabulation

LO/SM&F/JMB;rk (5 May 1954)  
DC/LO/AKS/mta (6 May 1954)

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On 7 May 54 I discussed this matter with Mr. Dulles who directed that I go ahead and make the recommended redistribution of air conditioning units.

/s/

L. K. WHITE

10 May 1954

APPROVED:

Director, Central Intelligence ~~CONFIDENTIAL~~

Date